



CITY OF HOUSTON

Job Posting

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Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

Two (2) Positions

Posting Number

LIBRARY ASSISTANT (PART-TIME)

Department

PN# 104433

Division

Library Department

Section

Southeast District*

Reporting Location

Park Place Branch*

Workdays & Hours

8145 Park Place*

Rotating Schedule*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Provides general information to the public in person and by telephone such as materials availability, renewal information and fines. Performs general clerical functions including typing/filing forms, letters and reports. Shelves/retrieves library materials. Answers telephone and direct calls as appropriate. Assists in processing new library materials including books, CD's and audio-visual materials. Mends library materials. Works with the public in charging/discharging library materials using a computer. Performs other duties essential to efficient library operation. May be assigned some or all the duties listed. Requires evening and weekend (Saturday and Sunday) shift work.

WORKING CONDITIONS

Must be able to communicate effectively orally and in writing. Position requires stooping, bending, standing and lifting library materials up to 20 pounds. Must be able to push loaded book trucks up to 100 pounds. Must have good motor coordination; ability to move freely throughout the library to file/shelve/retrieve materials. Requires visual acuity to read titles and call numbers (alphanumeric) of books and other library materials. Must be able to use a computer to access/input information.

MINIMUM EDUCATIONAL REQUIREMENTS

Ability to read, write, add, subtract and follow written and/or oral instructions as might be acquired through nine (9) to eleven (11) years of formal schooling.

MINIMUM EXPERIENCE REQUIREMENTS

None

MINIMUM LICENSE REQUIREMENTS

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

PREFERENCES

Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access) strongly preferred. Customer/Public service experience strongly preferred.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 05

\$591 - \$776 Biweekly \$15,366 - \$20,176 Annually

OPENING DATE

May 11, 2005

CLOSING DATE

May 17, 2005

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. TDD Phone Number 713-837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An Equal Opportunity Employer